

AIRPORTS MAINTENANCE SUPERVISOR

Class Definition

Under direction, supervises subordinates engaged in the maintenance of buildings or airfields in the Airports Division.

Distinguishing Characteristics

Airports Maintenance Supervisor is the first-line supervisory class in the Airport Maintenance series. Incumbents assign, supervise, inspect, and evaluate the work of the various crews. This class is distinguished from Airport Maintenance Leadworker in that the latter is the advanced working/lead class.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Schedules work and assigns subordinate employees and equipment; instructs employees in proper work methods; re-assigns workers to meet varying work loads or crew requirements.

Supervises the upkeep and care of airport facilities and related equipment.

Inspects airport facilities and equipment for damage or deterioration and recommends correction of substandard or unsafe conditions.

Supervises the repair and alteration of airport facilities to assure compliance with federal, state, and local requirements.

Supervises and may participate in emergency repairs to airport facilities and may assist or participate in the removal of disabled aircraft.

Supervises and inspects the operation and repair of property such as heating, ventilation and air conditioners, plumbing, lighting systems, fences, buildings, and roofs, etc.

Orders equipment, parts, and supplies as directed or required; maintains maintenance records and other related documents.

Reports maintenance and supply needs for planning and budgeting purposes to the Assistant Airports Director.

Evaluates the work of subordinate employees.

Enforces rules, regulations, and procedures pertinent to maintenance activities at the airport.

Performs related duties as required.

Knowledge, Abilities and Skills

Considerable knowledge of the state and federal airport safety and maintenance regulations.

Considerable knowledge of the materials, equipment, methods, and practices of airport facilities maintenance and repair.

Ability to plan, supervise, and instruct subordinates in the techniques of airfield maintenance, building maintenance, and landscape maintenance.

Ability to react quickly and calmly in emergency situations.

Ability to establish and maintain effective working relationships with employees, public officials, aircraft operators, tenants and sub-tenants, and the general public.

Ability to prepare oral and written reports.

Skill in the use of hand and power tools.

Skill in the safe operation and maintenance of assigned equipment.

Minimum Requirements

Three years of experience in either airfield maintenance or commercial building maintenance performing electrical, plumbing, mechanical, painting and/or carpentry repairs; including, or supplemented by, one year of lead or supervisory work experience. Experience at a Federal Aviation Administration certificated airport is desirable for airfield maintenance.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

Recruitments may be limited to either area of experience as required by operational needs.

APPROVED: _____
Director of Personnel

DATE: _____